

Teacher Salary Supplement Program

FAQs

Q: Where do I get an application to apply for the supplement?

A: The online application will be available on this web site.
www.tssp.utah.gov.

Q: I am a Math/Science teacher and I can't find the application. When will I be able to apply to receive this supplement money?

A: The funding the Legislature set aside for this program is for the 2008-2009 school year. **The application will be available on October 1, 2008.**

Q: Why won't the application be available before October of 2008?

A: A portion of the criteria/guidelines established by the Legislature states the teacher may only receive payment after the completion of the school year (as an annual award) or completion of a semester or trimester (as a partial award based on the portion of the school year that has been completed).

Q: My school is on a semester schedule. Can I apply to receive a trimester or quarterly payments?

A: No. Teachers will have 2 options for payment frequency, either trimester/semester payments or annual. Payment options available to you will depend on the schedule your school is on.

Q: I don't want to waste time filling out an application if I won't qualify. Can I contact DHRM now to find out if I am eligible before I complete my application?

A: While DHRM welcomes questions, we can not make any eligibility determinations at this time. We will require an application from the teacher and verification from the LEA before eligibility can be fully determined.

If you have questions that haven't answered in the FAQs, click on the Contact Us link from the main web page of www.tssp.utah.gov.

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Q: I am concerned about the qualifications/qualified courses covered by the bill. What can I do?

A: The criteria and funding for the 2008-2009 school year found in SB 2 can not be amended or appealed. The legislature passed it into law, so, the only way to change criteria or requirements would be if a new law was passed and enacted.

Q: I teach math or science but the classes I teach have a different name than the classes on the Qualified Courses list. How do I know if the classes I am teaching in 2008-2009 will qualify?

A: All information received through the application process will be verified with your LEA. All classes are assigned a code in CACTUS. Regardless of what your school names a class, we will be looking at how the class will be classified in CACTUS. The assignments listed on the Qualified Courses list are how they appear in CACTUS.

Q: I teach Math for half my schedule and English for the other half. Would I potentially qualify for some of the money?

A: Yes. If you meet the other criteria and are teaching qualified courses for part of your schedule, you may be eligible to receive some of the supplement money.

Q: If part time teachers may also qualify, how will the supplement amount for each teacher be determined?

A: The supplement amount will be based on the percentage of time teaching the qualified courses.

Q: How will I know when the website is updated?

A: Because this program is a work in progress, we will be posting information as it becomes available. We suggest “book marking” or setting www.tssp.utah.gov in your “favorites” and check the web site occasionally for updates.

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Q: How long will it take DHRM to process and verify information on teacher's applications?

A: We anticipate 4-6 weeks from the deadline date until the payment authorization is sent to State Finance. This allows us time to verify teacher qualifications and determine bonus amounts. Teachers will receive an email with their GROSS supplement amount once the funds have been sent to the LEAs.

Q: When will I see the supplement payment on my paycheck?

A: We unfortunately can't give you a specific date of when you will see the bonus on your paycheck. It will depend on the timing of the payment from State Finance to your LEA's payroll department. Once the LEA receives the funds, the payments will be processed according to the payroll timelines specific to each district/charter school. Some teachers may receive their payment earlier than others based on this timing issue.

Q: What will happen if I miss the trimester or semester deadline but still want to receive the trimester/semester payments?

A: You can submit your application anytime during the 2008-2009 school year, however, missing the deadline can cause a delay in the verification timeframes discussed above.

Q: What will happen if I miss the May 1, 2009 deadline?

A: The May 1, 2009 deadline is the most important deadline of all. If we receive a teacher's application after midnight on May 1, 2009 the teacher runs the risk of receiving a reduced supplement or no supplement at all because all the allocated funds may have already been distributed. If there are still funds available we will process your application but your actual payment from your LEA may be delayed due to the summer months.

Senate Bill 2 provides for a teacher to apply any time within the 2008-2009 school year. While the bill did not set up specific deadlines for an application period, DHRM needed to because school districts and charter schools are on different schedules. DHRM's goal with establishing these deadlines is to better serve the teachers who are applying for this supplement.

1st Trimester Application Deadline: October 24, 2008

1st Semester Application Deadline: January 9, 2009

2nd Trimester Application Deadline: February 20, 2009

Final (Annual, 3rd Trimester and 2nd Semester) Application Deadline: May 1, 2009

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